INDIANA ARTS COMMISSION
MAKING THE ARTS HAPPEN

100 N. Senate Ave., Room N505
Indianapolis, IN 46204
317.232.1268 • Fax: 317.232.5595
Relay IN: 711 or 800.743.3333
grantsprograms@iac.in.gov

www.in.gov/arts

FY2016 Individual Artist Program

For **Performing Arts** in Dance, Literature, Music, and Theatre (includes Folk Arts and Access)
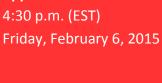
Deadlines:
Application Due
4:30 p.m. (EST)
Friday, February 6, 2015

Grant Period:
July 1, 2015 – June 30, 2016

Final Grant Report Due
4:30 p.m. (EST) Friday,
July 1, 2016

The Individual Artist Program application **must be completed in the** IAC's online grant system . Internet links in this document provide further clarification and instruction. Please read linked information thoroughly. These guidelines will be made available upon request to meet special needs.

Braille Large Print

The Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts fund this program. Inform your communities and elected officials about the importance of public arts support for the arts and your activities.

The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs](#). Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

About the IAP program

The Individual Artist Program (IAP) supports individual artists and specific project-related costs that will have a positive impact on the artist's career. This program is **NOT** designed for community projects. Applicants should develop a proposal that will enhance their individual artistic growth and career development. While some form of public benefit is expected, it should not be the driving force behind this project. (See criteria, page 3)

The FY2016 program offers support for performing arts projects that will occur between July 1, 2015 and June 30, 2016. Using the [IAC's online grant system](#), applicants may request up to $2,000 by the deadline: **Friday, February 6, 2015, 4:30 p.m. (EST).**

Funding is currently available in **FY2016** for the following disciplines ONLY:
- **Music**
- **Literature**
- **Dance**
- **Theatre**
- **Folk Arts** – projects related to traditional art forms that have evolved within the context of the artist's shared heritage, language, culture, occupation, religion, or geographic area. **For FY2016, Folk Arts projects must be in one of the disciplines listed above.**
- **Access** – Artists with a disability applying in one of the categories above.

Performing arts categories will be eligible for support again in FY2018.

Who Can Apply?
Any individual artist 18 years or older who **must**…

- Reside in Indiana for one year preceding the application date;
- Remain an Indiana resident during the grant period;
- **NOT** be enrolled in any degree-granting program (undergraduate, graduate and doctorate) as of February 6, 2015;
- **NOT** be an IAP recipient for the current year; AND
- **NOT** apply as part of a collaboration for which another artist is also applying in the same fiscal year.

Grant Amount - Individuals may request up to $2,000

Grant Period - July 1, 2015 – June 30, 2016

Match Requirement - There is no match requirement for this program.

Application Criteria

The following criteria will be used in assessment of each application (sample score sheet):
- 🔴 **35 points - Impact of the Proposal on the Artist's Career Development**
- 🔴 **30 points - Feasibility of the Project**
- 🔴 **25 points - Quality of the Artist's Work**
- 🔴 **10 points - Public Benefit**

Allowable project expenses include, but are not limited to:
- 🔴 Supplies, rental/purchase of equipment, time necessary for the development, completion, or presentation of a work;
- 🔴 Documentation or marketing of work;
- 🔴 Travel essential for artistic research or to present or complete work; or
- 🔴 Advanced workshops that further career development

Draft Reviews

Draft reviews by IAC staff are available to **first time** applicants for general feedback and suggestions. Such requests must be received no later than **Friday, January 16, 2015**, and reviews will be done on a first come, first served basis. Earlier submission for a draft review can be as soon as the applicant feels their application is complete, thus allowing more time for the staff review and potential applicant revisions. On the final page of the application, first time applicants may select Draft Review Submission or Final Submission.

Application Deadline

The deadline for completed applications is **Friday, February 6, 2015**. ONLY online applications will be accepted.

Access Applicants

Artists with disabilities may apply in any eligible performing arts discipline. Applicants will be paneled with other access applications and will compete for the same funding source.

The Americans with Disabilities Act defines a person with a disability as one whom:
- 🔴 Has a physical or mental impairment that substantially limits one or more major life activities;
- 🔴 Has a record of such impairment; or
- 🔴 Is regarded as having such impairment.

(See http://www.ada.gov/pcatoolkit/chap1toolkit.htm for more information and to determine eligibility).

There is an additional access question on the application that must be completed. This information will be kept confidential. If this question is not completed, the application will be paneled in the corresponding IAP discipline for the project if the rest of the application is deemed eligible and complete.

IMPORTANT Access Information: If you are currently receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI), applicants are **strongly encouraged** to contact Indiana Works (1-800-206-6610) prior to submitting the application for guidance on the possible effects of a grant award on benefits.

How to Complete and Submit an Application

How to apply:

- Open your Internet browser and navigate to www.in.gov/arts
  - o Click "Access Online Applications & Reports".
  - o Click the link to access the IAC's online grant system.
  - o If this is the first time for an application to the IAC, an online profile will need to be completed. If not, then you will enter your username and password and proceed to the application.
  - o Once you have logged in, click on the "Current Programs & Applications" link and scroll down until you find the appropriate program and year. (FY2016)

- Definitions and tips for completing an IAP application can be found here.

- Answer each section clearly and completely. Include as much information as possible, checking for typos, math and grammatical errors. It is best to type directly into the text boxes provided since copying and pasting text from other software programs can cause issues with character count and typos. If you do copy and paste, make sure you proof your content for errors. Possible options for copy and paste might be to use Clear Formatting in Microsoft Word or copy and paste from text that has been entered in Notepad. The IAC also recommends that each applicant review the PDF of the application before submitting the application since panelists view the application in this format.

- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application. Late applications will NOT be accepted. Support for artists preparing applications is offered by a recorded online webinar, regional partners, and workshops with IAC staff. See website at http://www.in.gov/arts/2659.htm for a current list of scheduled workshops.

- Upload all documentation noted in the requirements.

ARTISTIC DOCUMENTATION - requirements and restrictions:

All applicants are required to submit specific artistic sample documentation that is relevant to the discipline chosen and provides the best example of the **QUALITY** of your work. **Samples that do not meet the following criteria will not be eligible for consideration:**

Work selected must:
- Be created by the applicant;
- Be recent and produced *after* February 6, 2012 (no more than 3 years old);
- Best support the project for which funds are requested;
- **NOT** be used by the applicant to directly lobby their case to the panel;
- Be uploaded and attached to the application correctly.

- Applicants must submit **ONE of the following**:
  - one (1) to five (5) still images of completed, individual work (JPEG, RGB, 1920 x 1920 pixels, 72 dpi), **OR**
  - one (1) to five (5) written pages (PDF, DOC (Word 97-2003 only)), **OR**
  - one (1) music file (WMA or MP3 format and under 4MB), 5 minutes or less, **OR**
  - one (1) video file (DVD or YouTube only), 5 minutes or less.
- Visit the IAC website for additional information.

ARTISTIC DOCUMENTATION (continued)

Panelists will only be required to review the first 3 minutes of any documentation provided, but may choose to review up to 5 minutes.

Images, Documents, and Music files must be uploaded to the application in the space provided; Video must be provided in the form of a DVD* or uploaded to YouTube and a direct link provided in the application.

*If mailing in a DVD video:
> Mail or hand deliver video DVDs to the IAC office no later than 4:30 PM (EST) on **Monday, February 9, 2015**. The DVD must contain the artist's name, application number, address, and a contact phone number to be eligible. **The panelists will view the DVD segment from the beginning only.**

If utilizing YouTube:
> Attach the link in the space provided. Applicant assumes full responsibility. The IAC cannot be responsible for technical problems on 3rd party sites.

Cassettes, Slides, CDs, and VHS WILL NOT BE ACCEPTED

Once you have submitted your application you WILL receive an email to that effect. If you do not receive an email, your application was NOT submitted.

Only submit the electronic copy; a "physical" copy is no longer required or accepted. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.

Application Review Process

After receiving your completed application, IAC staff will review all materials to ensure that the required information was submitted and all eligibility requirements have been met. Be certain to review these requirements in the Guidelines before making your final submission. If your application is deemed ineligible, it will not move forward for a panel review and scoring.

The applications will be reviewed by a panel of professional peers gathered from around the state who will assist the IAC in its evaluation of grant applications. The panel meeting time and location will be posted on the IAC website. The meeting will be open to the public for observation and may be recorded. **Applicants are invited and are encouraged to attend in person to hear feedback, as the quality of the recorded session is not guaranteed.** Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during, or after the panel meeting.

Panelists will be responsible for thoroughly reviewing each application and supportive material prior to the panel meeting. Panel meetings will allow for subsequent discussion of the information reviewed and submission of scores.

Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific grant recommendations.

The IAC will review and ratify the FY2016 IAP recommendations at its June 2015 business meeting. Commission meetings are open to the public for observation and may be recorded.

Appeal Process

The appeal process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal. [Click here for more information](#).

What Happens after a Grant is Awarded?

All applicants will be notified by email of grant decisions after the Commission meets in June and approves the grants. If funded, the organization/individual will receive copies of the award letter, grant agreement, and instructions for completing other pertinent materials. All requirements associated with accepting the grant award must be completed and all paperwork must be returned to the Indiana Arts Commission **within 30 days of the grand award notification date.** Failure to meet this deadline will result in loss of the grant award. For more information about required forms, please visit our [website](#).

Payments:

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the total award. Funds will be transferred to the grantee's bank account after the grant agreement and aforementioned documents have been approved by the three required state agencies. The second and final grant payment will be for 25% of the total award. Funds will be transferred to the grantee's bank account after the final grant report and remaining legislator letters have been submitted and approved. You will be notified by the State Auditor's office when payment is made.

Due to the approval process and oversight in place by various agencies in state government, payment may be delayed. **It generally takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment. BE PREPARED TO WAIT LONGER IN SOME CASES. Due to this delay, grantees are STRONGLY encouraged to consider the possible deposit delay in their timeline. Grantees should plan to reimburse themselves for any expenses incurred before the deposit is received.**

If the grantee fails to comply with the contract, reporting, use of logo, the letter to elected officials requirement, or makes unauthorized changes to the approved project, the IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.

Conditions and Requirements

Prior to application, it is essential to **understand ALL** of the following requirements to receive an award. You must be able and willing to fulfill every requirement listed. Failure to do so is a breach of contract with the State of Indiana and may result in application rejection, delay in payment, and/or funds rescindment.

Technology requirements and restrictions:
- Must provide current email address;
- Must create and/or update contact information in the IAC's online grants system;
- IAC staff cannot provide advanced technical assistance for personal computer or software-related problems.

Financial/Official form requirements:
 Grant recipients are required to complete a grant agreement as well as additional paperwork associated with state and federal grant processes/requirements. Forms required by all grantees include the IRS W-9 and State Direct Deposit Form, letters to legislators, and the E-1 Entity Annual Report Form. Organizations (or individuals accepting grants under a business tax identification) may also be required to register in E-Verify and/or update their Business Entity Report with the Secretary of the State. More information on these requirements is listed at http://www.in.gov/arts/2387.htm. Contact the IAC if you have additional questions.

Two public official letters:
Grantees are required to write at least two different letters to public officials: **the first** to a local or state legislator at the beginning of the grant period (see local, state legislators) and **the second** to the Governor at the end of the grant period. Direct communication with local/state leaders helps raise awareness of the activities funded in their communities. **The first letter** should include activities proposed and acknowledgment of funding by the Indiana Arts Commission. A copy **must** be included with the signed grant agreement. **The second letter** should not be a duplicate of the first, but should include completed activities and acknowledgment of funding from the Indiana Arts Commission. It is to be sent at the end of the grant period with a copy uploaded in the Final Report. See more information here. Grantees are certainly welcome to write letters to more public officials; if so, please send copies of all to the IAC.

Acknowledgement and credit of public funding:
 Requirements are documented on the IAC website for credit on any and all printed documents related to the funded project**.** Marketing materials uploaded to the final report with appropriate credits are printed out and noted as part of the grantee's IAC records.

Payment and activity timeline:
Please be advised that due to time required for state payment processing and reporting, **it could take more than three months from the time the correctly completed forms are submitted until the grantee receives the first payment.** Applicants may need to consider how this may impact all activities proposed and plan for reimbursable expenses if necessary**. Applicants will be responsible for carrying out activities included in their timeline regardless of the timing of the receipt of grant funds.**

Project changes:
During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT/GRANT, grantees must notify the appropriate program manager at the IAC of any changes that may affect the funded project. A Project Modification Form would be necessary if the change would include a **total budget variance of 20%** or any significant changes from the original proposal regarding personnel, project/grant dates (timeline), or scope of

activities, etc. IAC staff will review the changes before giving written approval. *Grantees may be required to return grant money to the IAC if this procedure is not followed.*

Final report:
All grantees must submit a completed Final Report and copies of the second letter sent to the legislators by **Friday, July 1, 2016**. The Final Report is accessible through the IAC online grants system.

For grantees that do not submit a report by the deadline, the following will result:
- For reports up to one week late, an automatic 15% will be deducted from the grantee's total grant award;
- For reports later than one week and up to two weeks late, the entire final grant payment will be rescinded;
- After two weeks, the grantee's full grant will be rescinded, and the individual will be ineligible to receive funds for the next cycle of any IAC grant opportunity.

Monitoring/records retention and tax responsibilities:
Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under federal, state, and local laws. Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.

Public manifestation, fair labor, drug free, and civil rights:
The electronically-signed Grant Agreement indicates that the individual or organization and its representative understand the detailed information provided at this link and are in compliance with these laws.

Need Additional Help?

Application Development, Project Changes and General Program Questions:
Sarah Fronczek
Community Development Manager and Arts Education Coordinator
317-232-1274
sfronczek@iac.in.gov

Online Application, Contract, and Payment Info:
Grant, Research and Information Technology Manager
317-232-1278
grantsadmin@iac.in.gov